



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 7200.4B

430

9 Apr 97

BASE ORDER 7200.4B

From: Commanding General
To: Distribution List

Subj: AMERICAN EXPRESS (AMEX) GOVERNMENT CONTRACTED CREDIT CARDS
FOR OFFICIAL TRAVEL

Ref: (a) DoD Directive 5500.7 Standards of Conduct
(b) MCO 4600.40

Encl: (1) Letter of Authorization Example
(2) Instructions to Properly Complete the AMEX Application
(3) Statement of Understanding Example

1. Purpose. To provide regulations for the proper use of Government Contracted Credit Cards (American Express Charge Cards) for employees (military and civilian) stationed at Marine Corps Logistics Base, Albany, Georgia and Blount Island Command.

2. Cancellation. BO 7200.4A.

3. Background. The General Services Administration (GSA) has entered into a contract with American Express Corporation for the issuance and maintenance of charge cards to be used by Federal employees to cover advances, subsistence, and other travel and transportation expenses incurred during official travel. The implementation of the Department of Defense Travel Advance policy of 31 December 1988 requires travel advances to be held to a minimum. One of the reasonable steps is the use of the contractor issued charge cards during official travel.

4. Summary of Revision. This is a complete revision and should be read in its entirety. The title and terminology have been changed to bring it in synchronization with DoD Travel Management Program.

5. Information

a. Card Use. The general policy of the DoD is that the government sponsored contractor issued travel charge card (hereafter referred to as the Card) will be used by DoD personnel to pay for all costs incidental to official business travel with the exception of commercial air transportation to and from temporary duty (TDY) sites. Card use for other types of official Government travel is encouraged. The program provides participants with a charge card to meet travel funding requirements through the

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charging of authorized travel-related expenses and the obtaining of Automated Teller Machine (ATM) cash withdrawals and travelers checks. The Card is imprinted with the words "U.S. Government, For Official Use Only" unless a generic (plain) Card is requested in writing for security reasons.

b. Cardholder Eligibility

(1) It is DoD policy and Marine Corps intent to maximize Card use. Minimally, all permanently assigned personnel likely to conduct business travel, excluding foreign nationals, will be given the opportunity to apply for the Card. Contractors, consultants and other non-federal employees may not use the Card.

(2) Exceptions to the above may be made by commanders based on their judgment of travelers' inability to meet individual financial obligations under this program. Service members in the grade of E-5 and below may apply for the Card with Commanders' authorization. This same discretion applies to GS-8's and below (and equivalent wage grade employees). A letter of authorization (enclosure (1)) must accompany the application for E-5 and below along with GS-8 and below (and equivalent wage grade employees).

c. Application Forms, Renewal of the Card, Statement of Understanding

(1) Application forms for the Card may be obtained from the Travel Section. Completed forms (see enclosure (2)) may be turned into the base Agency Program Coordinator (APC) or the Travel Section for processing.

(2) Renewal of the government Cards will be handled by AMEX through the base APC. Approximately 3 months prior to the expiration of the Card, contact the APC.

(3) All cardholders will read, understand, and sign a statement of understanding (enclosure (3)). The statement of understanding outlines cardholder responsibilities for the proper use of the government sponsored credit card.

d. Travel Advances

(1) Cardholder advances will normally be obtained through withdrawals from any of more than 115,000 ATM locations worldwide. Withdrawals should not be made more than 5 days prior to departure or not later than completion of travel. Withdrawal limitations usually cannot exceed \$600 per billing cycle. Travelers that require more than the \$600 limit will request so through their directorate, to the base APC.

(2) Employees classified as a frequent traveler who have been offered the Card but elect not to receive it or who have lost charge

privileges due to delinquency will have their advance limited to as if they held a Card.

e. Transaction Fees. The practice by some banks of a service charge for use of their ATM is reimbursable. Receipts are not required. ATM charges for advances received more than 5 days prior to the start of travel or advances received after the last day of travel are not reimbursable.

f. Authorized Charges

(1) Goods and services normally purchased incident to official travel should be charged to the Card. These expenses include, but are not limited to, local transportation (taxis, rental cars, gas, parking fees, etc.), lodging (hotels, Government quarters, etc.), and meals. TDY air, rail, and bus tickets should be obtained through normal channels. These tickets can be purchased with the AMEX only in emergency situations, or if designated in the travel orders.

(2) Other official travel related expenses may be charged. These are normally emergency type expenses such as those incurred in the event of lost luggage. Such retail uses cannot exceed \$500 per billing cycle and are not reimbursable. Exercise retail use with reasonable care and professional discretion. Charges are payable upon receipt of the bill.

g. Submission of Travel Claims

(1) DD Form 1351-2 will be submitted by employees within 3 working days of travel conclusion to the Travel Section. When TDY periods exceed 45 days, partial settlements will be submitted to the Marine Corps TDY site or the parent finance office after each 30-day period. If TDY at non-Marine Corps sites, travelers can arrange with the parent finance office to provide EFT advances after 30 days and at subsequent 30 day intervals based on known expenses. Employees are encouraged to block out the charge card number from any receipts submitted with the DD Form 1351-2.

(2) Reimbursement for the 2.75 percent withdrawal transaction fee is limited to lesser of the advance amount authorized in the orders or the amount actually withdrawn. In the case of blanket or repeat travel orders, reimbursement is limited to the lesser of the settlement amount or the amount actually withdrawn. Reimbursement is authorized for the next higher amount divisible by 10 or 20 if an ATM has established limits on denominations. The amount of the advance received from the ATM must be shown in the reimbursable section of the travel claim. The Travel Section will compute the allowable reimbursement based on the amount shown.

(3) The cardholder will file travel claims in a timely manner. Failure to file such claims when required will not constitute justification for failure to pay the AMEX bill when due. If problems arise

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with paying the bill because reimbursement of properly filed travel claims is not received, the Base Credit Card Coordinator should be notified.

(4) AMEX will forward a bill once a month to the cardholder's home address if there is an outstanding balance. Upon receipt of the bill, the cardholder is responsible for all charges incurred and payment is due in full prior to receipt of the following month's statement. Extended or partial payments are not permitted. Failure to make full payment when due may be grounds for punitive action and/or adverse administrative action against the cardholder.

h. Card Misuse or Abuse

(1) GSA contracts on behalf of all Federal departments and agencies with the same card company. The card company conducts no background credit checks, charges no interest, and has no monthly balance ceiling. Using the Card outside authorized parameters, even when account balances are kept current, takes unethical advantage of Federal employment. As such, misuse violates good order, discipline, morale, and readiness and is strictly prohibited. Misuse is punishable as a violation of either Article 92 or, in limited circumstances, Article 121 of the UCMJ. The appropriate charge must be considered carefully based on individual circumstances. Civilian employees may receive disciplinary or adverse personnel action for failing to comply with reference (a).

(2) Misuse, 60-day, 90-day, and 120-day delinquencies will be handled in accordance with reference (b). The base APC (a function of the NCOIC in the Travel and Military Pay Branch) will notify the employees' supervisor of delinquency when such information is received from AMEX. Supervisors will also be notified for those personnel found charging personal items on the government card.

i. Lost or Stolen Cards and Invalid Billing

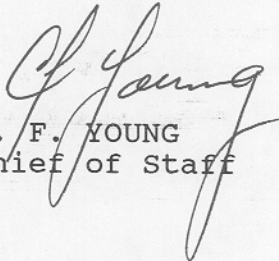
(1) Immediately contact the base APC or the AMEX Customer Service upon discovery of a lost or stolen Card.

(2) Cardholders should notify the base APC or the AMEX Customer Service when bills include invalid charges. AMEX will intercede on their behalf and not hold them liable for immediate payment during the dispute period. During this period, the amount in dispute will not be considered delinquent.

6. Action. Deputy Commander for Logistics Operations; Chief of Staff; Comptroller; Principal Directors of Directorates; Division Directors; Special Staff Officers; Commanding Officer, Headquarters Battalion; and Commanders/Officers-in-Charge of Tenant Activities may request applications for the AMEX Cards and statements of understanding from the Base Credit Card Coordinator at the Travel Section. Once the application and/or the statement of understanding is properly completed and signed, it may be returned by the employee or their

Division Card Coordinator to the base APC. The base APC will forward all applications to AMEX. All statements of understanding will be filed with the APC. AMEX will issue the Card (approximately 4 weeks after date application was forwarded) to the address indicated on the application.

7. Applicability. This Order is applicable to the Blount Island Command.


C. F. YOUNG
Chief of Staff

DISTRIBUTION: A

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LETTER OF AUTHORIZATION EXAMPLE

Division Letter Head
Marine Corps Logistics Base
Albany, Georgia 31704-1128

7220
Code

From: (Division Director)

To: Base Credit Card Coordinator (Code 430)

Subj: LETTER OF AUTHORIZATION AS AN AMERICAN EXPRESS CHARGE CARD
HOLDER FOR GS-08/E-5 AND BELOW.

Ref: (a) BO 7200.4B

1. Per the reference, the following employee(s) is/are authorized to apply for an American Express Government Contract Charge Card for use during Official Government Temporary Travel.

Name	SSN
First MInt Last	123-45-6789

2. Point of contact with extension.

SIGNATURE
By direction

ENCLOSURE (1)

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Instructions to Properly Complete the AMEX Application

1. Type or print all information. If print is used, ensure that all information is legible.
2. When all information has been completed return to Travel Section if grade/rank is GS-09/E6 or above. If below stated grade, return to Division Card Coordinator for letter of approval from Division Director.
3. All incomplete/improper/illegible applications will be returned to Division Card Coordinator.
4. By Line Instructions: See attached example

First Line, Name and SSN: Complete First Name, Last Name, Middle Initial and Social Security #.

Agency Name: U.S. Marine Corps

Title/Rank: Title is job description. Rank show Grade (i.e. GS-09) Do not show the series for civilian employees. For military show E-#, CWO-#, or O-#.

Employee's Mother's Maiden Name: This is for security reasons, in case the traveler has to call AMEX. AMEX may then ask for mother's maiden name for verification of authenticity.

Home Address: Complete Mailing Address (include zip code). This may be a P.O. Box. Country (NOT COUNTY) may be left blank, or show U.S.A.

Work Address: Show Division and Office Code preceding the Base mailing address. Recognized Divisions are; BICmd, BSD, CIM, Compt, Comd, Conts, FSD, F&S, Hqtrs, HRO, I&I, ILSD, IRMD, LogOps, Maint, MWR, NCTS, MaintCtr, ROICC, S&DD, STAP, BAND, PMO, MED. Organization codes are the same office codes used in guard mail. Examples of acceptable addresses are:

Maint Ctr Code 880, 814 Radford Blvd., Albany, GA 31704-1128
For BICmd use; BICmd, 5880 Channel View Blvd., Jacksonville, FL 32226-3404

Bill to: Check Home, Marine Corps policy is for all bills to go to your home mailing address.

Home Phone: Include Area Code. Office Phone: Include Area Code.

Sign and Date: Upon signing application, detach pink copy, retain for your records and forward application to Base Credit Card Coordinator (Code 430).

ENCLOSURE (2)

AMERICAN EXPRESS GOVERNMENT PROGRAM

**GOVERNMENT CARD
APPLICATION & AGREEMENT**

For Employees of the United States Government

Return White Copy To: American Express
Government Account Unit
P.O. Box 53609
Phoenix, AZ 85072-3609
Facsimile: (602) 492-7499

TO BE COMPLETED BY EMPLOYEE

PLEASE TYPE OR PRINT ALL INFORMATION

First Name IMA	Middle Initial G	Last Name MARINE	Social Security No. 1 2 3 - 4 5 - 6 7 8 9
Agency Name U. S. MARINE CORPS			Title/Rank (YOUR TITLE)/(YOUR GRADE/RANK)
Employee's Mother's Maiden Name (for security purposes) U. R. KNOT		Home Address 123 MAIN ST (YOUR ADDRESS)	
City ANYTOWN		State GA	ZIP Code 31704-1128
Work Address (YOUR ORGANIZATION) (YOUR OFFICE CODE), 814 RADFORD BLVD			
City ALBANY		State GA	ZIP Code 31704-1128
Bill to: <input checked="" type="checkbox"/> Home <input type="checkbox"/> Office (check one)		Home Phone No. (912) 439-1234	Office Phone No. (912) 439-5555
By signing below, I (a) request that a Government Card be issued in my name, (b) agree to use the Card for official travel and official travel-related expenses and to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card, and (c) authorize American Express to verify information supplied on this Application. PLEASE RETAIN PINK COPY FOR YOUR RECORDS.			
Employee Signature <u>Ima G. Marine</u>			Date <u>8 JAN 97</u>

TO BE COMPLETED BY AGENCY PROGRAM COORDINATOR

PLEASE TYPE OR PRINT ALL INFORMATION

It is critical that you complete the Control Account Information at right.		Control Account 1 2 3 - 4 5 - 6 7 8 9
Agency Name		FIPS Code
Agency Address		Room No./Mail Stop/Office Symbol
City		State
Country		ZIP Code
Phone No. (Area Code)		Fax No. (Area Code)
ATM Cash Limit	Every Rolling 7 Days	Daily
By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Government Card be issued to the employee named above. PLEASE RETAIN CANARY COPY FOR YOUR RECORDS.		
Name of Agency Official		Title/Rank
Signature		Date

PRIVACY ACT NOTICE

In accordance with the Privacy Act (5 U.S.C. 552a), the following notice is provided: The information requested on the charge card application form is collected pursuant to Executive Order 9197 and chapter 57, title 5, United States Code, for the purpose of recording travel expenses incurred by the employee/member and to claim entitlements and allowances prescribed in applicable federal travel regulations. The purpose of the collection of this information is to provide Government agencies necessary information on the commercial travel and transportation payment and expense control system which provides travelers with charge cards for official travel and related expenses, attendant operational and control support, and management information reports for expense control. Routine uses which may be made of the collected information are as follows: (1) transfers to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, administrative, or regulatory investigations, (2) pursuant to a request of another Federal agency in connection with hiring, retention, issuing a security clearance, reporting an employee investigation, clarifying a job, letter or contract or issuing a license, grant, or other benefit, (3) to a Member of Congress or to a Congressional Staff Member in response to an inquiry of the Congressional Office made at the request of the individual about whom the record is maintained, (4) to officials of labor organizations when necessary to their duties of exclusive representation, (5) to a Federal agency for accumulating reporting data and monitoring the system, (6) GSA contract travel agents assigned to agencies for billing of travel expenses, (7) listings, reports, and records to GSA by the contractor to conduct audits of carrier charges to the Government, and (8) any other use specified by GSA in the system of records entitled "Travel Charge Card Program GSA/GOVT-3," as published in the Federal Register periodically by GSA. The information requested is not mandatory. Failure to provide the information will nullify the application, and a charge card will not be issued to the employee/member.

NOTE: See Reverse Side For Important Information

Distribution: White - American Express Copy Canary - Agency Copy Pink - Employee Copy

CD 70014-0001 (Rev. 3/95) Printed in U.S.A.

ENCLOSURE (2)

STATEMENT OF UNDERSTANDING EXAMPLE

The AMEX Travel Charge Card is a tool for my use only while conducting official Government travel in conjunction with written travel orders. It is **not** a credit card for my personal use.

The Card will be used only within the parameters of MCO 4600.40, "Government Travel Charge Card Program (GTCCP)."

Read and initial the following statements:

_____ The Card may be used for the payment of travel-related expenses, but not for TDY air travel unless my orders authorize.

_____ Travel advances will be obtained, no more than 5 days prior to departure or not later than the day of return, via automated teller machines (ATMS), unless more orders authorize otherwise.

_____ ATM travel advances should be limited to miscellaneous expenses (most expenses can be charged directly to the Card).

_____ ATM transaction fees (2.75%) will be reimbursed based on the lesser of the ATM amount withdrawn or the amount authorized in my orders.

_____ My bill is due on receipt. My Card may be suspended if my account is 60 days delinquent and may be cancelled when it reaches 90 days (I may be referred to credit bureaus at 120 days). Delinquency is prohibited and is subject to disciplinary or adverse personnel action under UMCJ Art. 134/DoDD 5500.7.

_____ Late travel claim submission (more than 3 days after completion of travel) does not excuse delinquency.

_____ Extended TDY does not excuse delinquency. I will submit partial settlements at 30-day intervals or arrange for automatic finance office electronic funds transfer "advances" at 30-day intervals based on known or expected lodging/rental car expenses.

_____ Use of the Card for other than authorized purposes is prohibited and subject to disciplinary or adverse personnel action under UCMJ Art. 92 or 121, or DoDD 5500.7.

The above was read by me on _____ and I understand AMEX Travel Card use limitations and my responsibilities.

(Cardholder Signature)

(Cardholder Printed Name)

(Commanding Officer/Civilian Equivalent
for E5/GS8/below, & Wage Board Employees)

ENCLOSURE (3)